

DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD
BOARD POLICY / REGULATIONS

Board Policy Number: 2.20
Subject: **Conferences, Conventions, etc., and Recruiting Fairs**
Effective Date: Revised (529) January 30, 2007;
(317) November 24, 2009 - Effective December 1, 2009;
(250) August 24, 2010 – *Effective September 1, 2010*

Administrative Staff (CEC and Keaton) should be encouraged to attend approved Educational Conferences, Conventions and workshops, by having their expenses paid by the Board within the respective budget.

Teachers, Principals, and school support staff should be encouraged to attend Educational Conferences, Conventions and workshops by having their expenses paid by the Board, within the limitation of the amount set aside within the respective budget.

REGULATIONS

2.20 Conferences, Conventions, etc., and Recruiting Fairs

Pre-approval to attend all conferences/seminars is required by completing the appropriate Corporate/Instructional Services Conference/Seminar Request Form.

Reimbursement of business-related expenses shall be paid to Administrative Staff for attendance at approved conventions, conferences, and workshops as follows:

1. **Outside the Dufferin-Peel Area**
 - Registration fee
 - Economy class air transportation expenses or equivalent, plus ground transportation
 - Hotel expenses for each night in attendance plus one night, including parking
 - Meals as per limitations contained in this policy (if not included in the event)
2. **Within the Dufferin-Peel Area**
 - Registration fee
 - Mileage expenses
 - Hotel expenses for each night in attendance, including parking
 - Meals as per limitations contained in this policy (if not included in the event)
3. **For one day workshops the following expenses shall be paid by the Board:**
 - Registration fee
 - Mileage expenses
 - Parking
 - Lunch as per limitations contained in this policy (if not included in the event)

Expenses (registration fee, travel allowance, accommodation, etc.) as determined by the Director of Education or Superintendent of Financial Services and Treasurer shall be paid to employees attending approved Conferences and Conventions, etc.

4. Meals

Meals are reimbursed on an out-of-pocket basis after the event or conference. No per diem will be provided to Employees.

Examples of Potentially Eligible Expenses:

Lunch purchased while attending a seminar or conference where meals are not included as part of the registration fee.

When meals are not included in the conference or event registration fee, the following pre-determined maximums (including taxes and gratuities) for reimbursement of meals on board business shall apply:

Breakfast up to a maximum of \$25.00

Lunch up to a maximum of \$35.00

Dinner up to a maximum of \$55.00

Please note that expense reimbursements cannot be claimed for meals that are included in the conference or event registration fee. However, special exceptions may be made in circumstances where an employee is unable to attend meals which are provided at the conference.

If the conference or event is being held in the United States, these amounts will be adjusted to reflect the current rate of exchange. A lunch expense claim that exceeds the Board's limit due to a lack of alternative, suitable options may be accepted if approved. For example, dining at a hotel restaurant when there are no other options reasonably close by.

Examples of Potentially Unreasonable Expenses:

A dinner expense claim that exceeds the Board's limit despite the existence of alternative, more suitable options will not be approved. For example, dining at an expensive restaurant when there are other options close by. In such a case, an amount up to the Board's dinner limit should be claimed.

5. Procedure for Reimbursement of Business-Related Expenditures

All expense reimbursements are to be claimed by completing the "Request For Reimbursement of Expenditures Paid Personally by Employee on Behalf of the Board (GF#259)" or "Request Authorizing Payment of Business Expenditures Which Have Been Paid for With a US Bank Canada Visa Corporate Card (GF#261)". Original receipts for all expenses are required.

To substantiate each reimbursement, the claim form must have the following supporting documents attached:

- a) Original documentation including proof of payment to support the expenditure (with the exception of mileage claims)
- b) Business reasons for the expenditure
- c) List of individuals and roles of those in attendance
- d) Signature of the claimant to certify the expense claim
- e) Copy of pre-approved Conference/Seminar Request Form should also be attached

Please note that credit card vouchers, that are not accompanied by a receipt, are not sufficient for reimbursement.

Expense claims are to be submitted within a timely fashion (as soon as possible after the end of the month).

.....